



Headteacher Job Description

Salary: Leadership Scale L21 – L27

Responsible to: The Governing Body of Aldermoor Farm Primary School.

Responsible for the Leadership and Management of all staff at Aldermoor Farm Primary School.

The Headteacher will have overall responsibility for the organisation and management of the whole school. The Headteacher will deliver vision, leadership, and strategic direction to secure the overall effectiveness and continued improvement of the school.

The Headteacher is accountable to the Governing Body. The current School Teachers' Pay and Conditions Document sets out the range of duties and responsibilities of a Headteacher, and therefore this job description is aligned to this document.

CORE PURPOSE

The core purpose of the Headteacher is to provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To succeed, the Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Headteacher must establish a safe culture that promotes excellence, equality, and high expectations of all pupils.

The Headteacher is the leading professional in the school, accountable to the Governing Body. The Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet the aims and objectives.

The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement; raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation, and administration of the school.

The Headteacher, working with and through others, will secure the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, other schools, other services and agencies for children and families, community organisations, the local authority and higher education institutions. Through such partnerships and other activities, the Headteacher plays a key role in contributing to the

development of the education system as a whole and collaborates with others to raise standards locally.

Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment, which is engaging and fulfilling for all pupils.

Leadership

- Embraces the values as set out by the Governors and ensures that these underpin all activities and inform all relationships.
- Defines and implements the school's vision and strategy so that it is understood, agreed, and acted upon across the school community including staff, parents and pupils.
- Identifies priorities and targets for ensuring that pupils achieve high standards and make good progress, increases teachers' effectiveness, and secures continuous school improvement.
- Is an inspiring communicator to different audiences across the school community.
- Strategically plans for future needs and the further development of the school.
- Challenges, supports, motivates, and develops all staff to raise their performance by setting effective performance targets.
- Leads by example, is personally visible and observably committed to the school.
- Demonstrates a leadership approach which is focused, flexible, and inclusive.
- Engages, develops, and nurtures all staff.

Teaching and Learning

- Develops and agrees a curriculum policy to meet statutory and pupil requirements that supports the school's aims and needs.
- Implements highly effective strategies to support and challenge teachers to achieve outstanding teaching and learning outcomes.
- Operates systems for monitoring and evaluating the quality of teaching and standards of pupils' achievement, using data, and setting targets for achievement of all pupils, especially those in vulnerable groups.
- Promotes excellence in teaching and learning, using the latest evidence base, ensuring a continuous focus on pupils' achievement and the development of the whole child.
- Ensures that a varied and rich educational experience is available for all pupils, including a variety of extra-curricular opportunities.
- Ensures effective and appropriate pastoral support is available to pupils.
- Ensures there are systems for and appropriate action in relation to individual pupil progress and achievement, maintaining high expectations for all pupils.
- Through measurement and analysis, identifies and acts on areas of development in relation to all aspects of school improvement.

Relationships

- Demonstrates inclusiveness and respect in dealings with pupils, staff, and others within the school community.
- Promotes personal responsibility, rewards excellence and deals appropriately with underperformance.
- Ensures a high standard of professional development for all staff.
- Demonstrates personal resilience and sustains that of other staff.
- Creates conditions for pupils, staff, and the school community to speak up and be heard if they have concerns or ideas for improvement.
- Demonstrates the personal capability to coach for high performance and develop coaching within school management as standard.
- Demonstrates relevant consultation and cooperation around change affecting the school or groups or individuals within it.

School Improvement

- Demonstrates a constant drive for school improvement.
- Is aware of and responsive to developments in educational policy, techniques, leadership, and management practice.
- Ensures the successful delivery of the values, vision, aims, ethos, strategy, and objectives.
- Creates school systems and structures in support of outcomes and priorities.
- Monitors the performance of school policies and amends as appropriate to support school improvement or compliance with laws, regulations, or educational policies.
- Uses data to create insights for the Governing Body, staff and parents/carers into how to support school improvement.
- Promotes collaboration and the exchange of ideas within school and across schools.
- Creates, implements and monitors school improvement plans.

Management

- Works with school leadership team and the Governing Body to set an annual budget consistent with school priorities.
- Recruits, develops and retains staff of the highest quality.
- Plans for and deploys all staff effectively to improve the quality of outcomes.
- Monitors and manages school budgets to secure the long-term future of the school;
- Ensures the school sets and maintains high standards for health, safety and well-being.
- Reports openly and honestly to the Governing Body on the performance of the school.
- Manages the effective application of school pay and performance policy.
- Works with unions or other employee representatives where required to do so.
- Works in partnership with the local education authority, local schools and other agencies.
- Upholds the school's obligations for safeguarding and working with pupils.

- Ensures the school operates best value principles in purchasing goods and services and the allocation of school capital expenditure.

Community

- Promotes community engagement including pupils, staff, parents/carers and local residents and organisations.
- Creates and maintains an effective partnership with parents/carers using a range of approaches and media.
- Promotes an honest and positive image of the school, supporting parent choice and providing information through the school website.
- Maintains positive relationships with other schools, particularly nursery and secondary schools to support the smooth transitions of pupils.
- Develops the school as an integral part of the local community by, engaging in community celebrations and other events as appropriate.

Aldermoor Farm Primary School's Governing Body is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.